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Union: **Batavia Nutritional Services Association**

Local:

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Approved by Board: 1/21/14

NEGOTIATIONS AGREEMENT
BETWEEN
THE BATAVIA BOARD OF EDUCATION
AND
THE BATAVIA NUTRITIONAL SERVICES ASSOCIATION
2013 to 2016

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ARTICLE 1

PREAMBLE

This Agreement is effective July 1, 2013- June 30, 2016. The Batavia City Schools and the Batavia Nutritional Services Association have met for the purposes of negotiating pursuant to Article 14 of Civil Service Law and have voluntarily reached agreement.

ARTICLE 2

RECOGNITION

The Batavia Board of Education recognizes the Batavia Nutritional Services Association as the exclusive bargaining representative for full-time and part-time employees including: Cook Manager, Cook, Senior Food Service Helper, Food Service Helper; excluding but not limited to all per diem substitutes, managerial and confidential employees.

ARTICLE 3

LEGISLATIVE ACTION

Whereas, it is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment or law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

ARTICLE 4

MANAGEMENT RIGHTS

Except as expressly limited by other provisions of this Agreement, all of the authority, rights and responsibilities possessed by the District are retained by it, including but not limited to the right to determine the facilities, methods, means and number of personnel required for conduct of District programs; to administer the personnel operations of the District, including the examination, selection, recruitment, hiring, appraisal, training, retention, promotion, assignment, or transfer of unit members pursuant to law; to direct, deploy and utilize the work force; to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions in accordance with the law and the provisions of the Agreement.

ARTICLE 5

SALARY

The total salary increase for the Nutritional Services Department will be an increase 3.00% for both the 2013-14 and 2014-15 school years and 2.00% for 2015-16 school year. If a successor agreement is not ratified by the end of the contract each staff member will receive a 1.50% increase until an agreement can be reached.

LONGEVITY:

Longevity 15: \$.30 per hour after completing 15 years of continuous service.
Longevity 20: \$.30 per hour after completing 20 years of continuous service.
Longevity 25: \$.30 per hour after completing 25 years of continuous service.
Longevity 30: \$.30 per hour after completing 30 years of continuous service.

Longevity 2001-02 Contract Only: \$.10 increase to each level of longevity for those employees that had longevity in those years. Increase in longevity from 2001-02 contract is continued for those employees that were eligible at the time only (shown in current contract as a separate longevity) and does not affect the longevity figures stated above.

Working in a Higher Job Classification or working a temporary assignment with a change in hours worked per day:

Higher classification: A unit member who is temporarily assigned to substitute for an employee in a higher job classification (i.e., a job title with a starting rate which is higher than the starting rate in the unit member's regular job title) for 5 consecutive days or more will be paid the difference between the starting rate applicable to that job classification and their current job classification starting rate of pay, for all hours worked in such assignment, retroactive to the first day.

Change in assignment and hours –A unit member assigned to a temporary position with a change in assignment hours shall be entitled to leave time or holiday pay at the temporary assignment while working in the temporary assignment position.

ARTICLE 6

DEFINITION OF FULL-TIME AND PART-TIME

Full-time employees of the Association shall be defined as those employees who have been appointed on a full-time basis and who work 4 hours or more per day. Only full-time and Permanent (Long Term) Substitutes employees receive all benefits. Part-time employees will receive holiday pay. Part-time employees hired before 7/1/11 are also entitled to sick time and personal time and those hired after 7/1/11 are not entitled to sick time or personal time.

Part-time employees shall be defined as those employees who have been appointed on a part-time basis and who work less than four (4) hours per day. Part-time employees shall only receive the following fringe benefits:

Access to Health Insurance coverage paid by the employee. The Business Administrator on a hardship basis must approve coverage.

1. Sick leave - one (1) unit per month, current sick leave only (if hired before 7/1/11).
Total maximum accumulation - 250 units.
2. Payment of salary will be made on the basis of actual days and/or hours worked.

Employees who have been appointed as a Permanent (Long Term Sub) Substitute are eligible for

benefits for the year appointed as Long Term Substitute. Seniority does not begin until appointed as full-time (permanent).

ARTICLE 7

RETIREMENT

The Board of Education will offer a retirement plan. Currently that plan is 75I, for Tier I and Tier II members. Tier III members, Plan A14 for members who joined during the period July 27, 1976 through August 31, 1983, and Tier IV members, Plan A 15 for members who last joined the system on or after September 1, 1983 must contribute 3% of their annual salary toward their retirement benefits until reaching ten years of service with NYSEERS, Tier V members, Plan A 15 for members who last joined the system on or after January 1, 2010 must contribute 3% of their annual salary toward their retirement benefits. Upon retirement, employees with at least ten (10) years of continuous service in the Batavia School System may use the cash value of their accumulated sick leave to pay their health insurance premiums.

ARTICLE 8

HOLIDAYS

The paid holiday schedule for 2013-14, 2014-15 and 2015-16 will be a total of 13 days, each year.

The specific days for the 2013-14 school year are shown in Schedule "B."

ARTICLE 9

HEALTH INSURANCE

1. **The District will offer eligible unit members only the Genesee Area Health Care Plan (GAHP PPO and GAHP PPOD2) - Base Medical with the Prescription Drug Benefit and Prescription Co-pay Rider. Effective 7/1/08 – newly hired and appointed full time or Permanent (Long Term) Substitutes will only have the option to choose GAHP PPOD2 at the contribution rates listed below but they are eligible to select GAHP PPO and also pay 100% of the difference in cost between GAHP PPO and GAHP PPOD2 .**

High Deductible Plan Option:

As an alternative to the PPO Plan and PPO D2 Plan, the District will offer unit members coverage under the Genesee Area Health Care Plan High Deductible Plan ("GAHP HDP") under the following conditions:

- a. The employee contribution shall be based on the above scale (the scale that applies to the PPO Plan and the PPO D2 Plan).
- b. The District will contribute \$1,300 single/\$2,600 family to an Health Savings Account on behalf of a full-time (six (6) hours or more) unit member who enrolls in the GAHP HDP for the full year (prorated if changed mid-year due to a qualifying event), in accordance with and subject to the requirements of the Internal Revenue Code and its implementing regulations. The Health Savings Account contribution for unit members who work at least four (4) but less than six (6) hours a day shall be \$650(single)/\$1,300 (family).

The employee contribution for health insurance coverage will reflect the following scale:

<u>Hours Per day</u>	<u>Employee Contribution 2013-14 through 2015-16</u>
7 hours or more	10%
6 hours but less than 7	20%
5 hours but less than 6	25%
4 hours but less than 5	30%

Any employee who is transferred to a position that requires more hours shall continue at the level of contribution reflecting their new workday.

For those employees who were reduced below 4 hours per day (due to District restructuring) and who were on the District's health plan as of January 1, 2000, may continue with the plan at the 4-hour level.

Employees as of January 1, 2000 shall remain at the same level of contribution even if the District reduces their hours.

2. Double Coverage - Proof shall be supplied by the employee to the Business Office that "Double Coverage" does not exist. Proof shall consist of a yearly-signed statement so indicating, by the individual unit member. The District shall provide a form for this purpose. If the employee is covered by the spouse's plan, which is at least equivalent to that provided by the District, then the unit member shall not be eligible for coverage. Where the husband and wife are both employed by the District the District's liability shall not exceed the cost of one Family Plan.
3. Paid Coverage will begin as soon as possible after the first day of employment and will terminate within one (1) month after the staff member resigns from or is terminated by the District.
4. Any nutritional services staff member who retires from the District may continue coverage under the terms of this Article by compensating the District an amount equal to the premium cost to the District for such coverage on a semiannual basis. It is understood that the provisions of this paragraph will be applicable only so long as applicable law and regulations permit retired professional staff members to be included in the District insurance group.
5. Effective July 1, 2013, unit members who are otherwise insured may opt-out of the District health insurance plan (this opt-out must include the HRA IRC 105(H) Plan) and will receive an in lieu of stipend in each full school fiscal year that they opt-out of such coverage as follows:

\$1250 plus the corresponding 105H amount under Article 10

This opt-out payment is subject to the following conditions:

- a. The unit member must elect to waive coverage in writing by June 1 and must opt-out of coverage for the entire school fiscal year.
- b. The unit member must provide proof of alternative coverage.
- c. The opt-out must include all forms of district health insurance coverage and the HRA Plan, but participation in a voluntary District coverage that involves no

district premium contribution or cost (e.g., dental or vision) does not render a unit member ineligible for the opt-out payment.

- d. A unit member may opt back into coverage if the unit member experiences a qualifying event as defined under the Genesee Area Health Care Plan. If the unit member re-enrolls during the school fiscal year due to a qualifying event, the opt-out payment will be prorated.
- e. The opt-out payment shall be made by June 30th.
- f. A unit member who is covered under the District health insurance plan is not eligible for the opt-out payment

ARTICLE 10

OPTIONAL RIDERS: HEALTH REIMBURSEMENT ARRANGEMENT AND FLEX

Eligible unit members may enroll in the “optional riders” (i.e.: Dental Plan Benefits and Vision Benefits) offered by the Genesee Area Health Care Plan, under the terms and conditions established by the Genesee Area Health Care Plan, at their own cost. The eligible unit member may use the following Health Reimbursement Arrangement to offset such cost.

Pursuant to Sections 105 and 106 of the Internal Revenue Code, the District will establish a Health Reimbursement Arrangement for each eligible employee. The District will contribute to each eligible employee’s Health Reimbursement Arrangement in each year of this contract based upon the following scale:

<u>Hours Per Day</u>	<u>2012-13</u>
7 hours or more	\$600
6 hours but less than 7	\$500
5 hours but less than 6	\$400
4 hours but less than 5	\$300

The District’s contribution to the 105H Medical Savings Account shall be prorated if a unit member is appointed after the start of a new school year (September 1), leaves before the completion of the school year (June 30) or is approved to take an unpaid leave of absence.

If a member leaves employment the balance of the 105H funds will be available to the member as outlined in the plan document.

FLEXIBLE SPENDING PLAN

At the written request of an Association Member, the District shall deduct payments to the Flexible Spending (IRC 125) Plan. Authorization must be submitted to the District’s Business Office on the appropriate form designed for this purpose.

The District agrees to make the appropriate payroll deduction within two (2) pay periods of filing the proper form.

The amount deducted shall be sent to the Third Party Administrator.

ARTICLE 11

SICK LEAVE

1. Sick Leave - Employees shall be entitled to a sick leave accumulation at the rate of one (1) unit per month of employment. The "Unit" shall be the schedule of daily hours worked per day by the employee. Total maximum accumulation shall be 250 units.
2. "Immediate family" means wife, husband, parent, **grandparents**, brother, brother-in-law, sister, sister-in-law, child and grandchild.
3. "Household" includes person(s) who reside permanently with employee.
4. The term "sickness" includes pregnancy only in cases where the husband is where, in the absence of the husband (e.g., military service), the mother-to-be is residing permanently with employee.
5. Extended sick leave reserve of 40 days for major illnesses to be used by those employees who have exhausted their sick leave. Approval of these days shall be made by the employee to each of the following: Business Administrator, Nutritional Services Manager and President of the Association.

Discussion and possible approval of these days will be at meetings conducted by the above in January and June.

Requests for these days are required to be submitted by December 31 and May 31.

6. Approval of the Business Administrator is required for all claims for salary payment for days absent. Claims must be submitted to the Business Administrator in writing on the form provided. All claims for personal illness must be accompanied by a doctor's certificate if more than three (3) days are claimed at one time.
7. If the Nutritional Services program has incurred a \$25,000 or more profit in the previous school year, employees with 75 accumulated sick days or more can elect to convert up to 10 sick days to vacation days each year. If the Nutritional Services program has incurred a \$50,000 or more profit in the previous school year, employees with 75 accumulated sick days or more can elect to convert up to 15 sick days to vacation days each year. Vacation time can accumulate to a maximum of 25 days. Vacation time can only be used or paid upon the approval of the business administrator when school is not in session such as over an extended break in student attendance. All requests for converting sick days to vacation days must be sent in writing to business administrator for approval. All requests to be paid from converted sick time to vacation pay must put on a separate timesheet and approved by the business administrator.

ARTICLE 12

PERSONAL DAY

Employees may use three (3) personal days per year at no loss of pay and not deducted from sick leave. Personal days may not be used for vacation purposes nor may they extend a holiday recess or vacation period. They require the recommendation of the Nutritional Services Manager and must be approved in advance by the Business Administrator. The reason stated on the Personal Day form can

be as legal, medical, or personal. The Business Office will provide forms for these requests. If Personal Days are not used, they are to be added to the accumulated sick leave up to the sick leave maximum of 250 days.

A Bank of Days -A total of five (5) days will be available. The Business Administrator, the Nutritional Services Manager, the President of the Association, and a member of the Negotiating Team, shall make approval of these days.

Discussion and possible approval of these days will be at meetings conducted by the above in January and June.

Requests for these days are required to be submitted by December 31 and May 31.

ARTICLE 13

BEREAVEMENT

For each death in the immediate family (wife, husband, child, parent, brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, grandchild or grandparent), or the last close relative for whom the staff member is responsible for making funeral arrangements: A total of four (4) days, not subject to sick leave deduction, will be allowed.

Approval of the Business Administrator is required for all claims. Claims must be submitted to the Business Administrator in writing on the form provided.

ARTICLE 14

SNOW DAYS

School days officially closed, as a result of snow emergencies, will be paid to those employees who were scheduled to come and work on that day. A maximum of five (5) such days will be allowed.

ARTICLE 15

CHILD REARING LEAVE

1. An employee on a permanent appointment or on a probationary status is eligible for child rearing leave without pay.
2. A written request for child rearing leave shall be submitted as soon as is reasonable under all of the circumstances, but in no case later than four (4) months before the anticipated commencement of the leave. In order to afford the District the greatest opportunity to retain a qualified substitute.
3. The request for child rearing leave shall include the date when the employee wishes to commence leave and the date when the employee anticipates returning to his/her duties.
4. The employee shall write the Business Administrator at least two (2) months before the expiration of the requested leave, advising the Business Administrator of the employee plans. Unless an extension is requested and granted, the employee member shall either return to service at the expiration of the leave, or the Board shall terminate the staff member's services.

5. If an employee wishes to terminate a child rearing leave prior to the termination date originally requested by the employee, application may be made to the Business Administrator. If there is an available position and if the Business Administrator determines that it is in the best interest of the District's to permit the early termination, the employee may be permitted to return to employment in the District at a mutually agreeable time.
6. A child rearing leave of absence may be granted for a period not to exceed one (1) full school year following the school year in which the leave began.
7. A child rearing leave shall be available only during the pregnancy or during the period immediately following the birth to or adoption by an employee of a child.
8. If an employee commences a child rearing leave prior to the time she becomes disabled due to pregnancy and/or child birth, said employee shall not be entitled to use her sick leave benefits for the period of physical disability. If the employee continues to work until she becomes disabled due to pregnancy and/or birth, in addition to the sick leave benefits for physical disability, she is eligible for this child rearing leave to commence after her physical disability has ceased.

ARTICLE 16

OVERTIME

Time and one-half shall be paid for all school and non-school functions if it is beyond the school day such as evenings and weekends or if staff is called in, when students are not in session (student attendance day), by the Nutritional Services Manager, Business Administrator or Superintendent. If staff are called in on a non-student attendance day, a minimum two (2) hours will be paid.

In addition, for special events/circumstances, hours worked before or after the normal operating workday of the employee's assigned building will be paid at time and one-half. The overtime must be pre-approved by the Nutritional Services Manager, Superintendent or Business Administrator.

ARTICLE 17

GRIEVANCE PROCEDURE

SECTION I

PURPOSE

The purpose of this Article is to provide the sole method for the settlement of grievances as defined herein. Such grievances shall be settled in accordance with the procedure set forth below.

SECTION 2

DEFINITIONS

- 2.1 "Grievance" is defined as a complaint by a member of the Unit that there exists an alleged violation or misinterpretation of this Agreement.
- 2.2 The "Supervisory Officer" shall mean the immediate superior responsible for the area in which the grievance has arisen.
- 2.3 The "Chief Executive Officer" is the District Superintendent or designee.

- 2.4 "Grievance Committee" shall mean the committee designated by the Association.
- 2.5 "School Business Days" are defined as days when central administration offices are open for business.

SECTION 3

BASIC PRINCIPLES

- 3.1 A member shall have the right to be represented, or not to be represented, by the Grievance Committee. If the grieving chooses to be represented, the Association must represent him/her. At step 4 and step 5, the Association must represent the employee.
- 3.2 All grievances shall include the name and position of the aggrieved party, the Article and Section of the Agreement which have allegedly been violated or misinterpreted, the time and the place of the alleged events or conditions upon which the grievance is based, the identity of the party responsible for causing said events or condition, if known to the aggrieved party, and a general statement of the nature of the grievance and the redress sought by the aggrieved party.
- 3.3 All reasonable efforts will be made to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.
- 3.4 Nothing contained herein will be construed as limiting the right of any member to discuss the matter informally with any appropriate member of the Administration and informally adjust the grievance, provided that the adjustment is not in violation of the terms of this Agreement and that the Association has been given an opportunity to present its views of the grievance.

SECTION 4

TIME LIMITS

- 4.1 An alleged grievance shall be deemed waived unless presented at the first available step within five (5) school business days after the aggrieved party knew or should have known of the act or condition on which the grievance is based.
- 4.2 A grievance that is not answered within the time limits specified for the specific step of the procedure may be appealed to the next step of the procedure within the time that would have been allotted had the decision been communicated by the final day.
- 4.3 A grievance shall be considered settled on the basis of the last answer rendered, unless appealed to the next step in these procedures within the time limit specified.

SECTION 5

PROCEDURES

Step 1 - Supervisory Officer - Informal

A member having a grievance will discuss it with his/her Supervisory Officer with the objective of resolving the matter informally. The Supervisory Officer, after investigating the facts relating to the grievance, shall render his decision verbally within ten (10) school business days of the informal discussion with the member.

Step 2 - Supervisory Officer - Written

If the grievance is not resolved informally, it shall be reduced to writing and presented to the Supervisory Officer. Within ten (10) school business days after the written grievance is presented to him, the Supervisory Officer shall render a decision thereon, in writing, to the member, with a copy to the Association Grievance Committee.

Step 3 - Chief Executive Officer

If the member and the Grievance Committee are not satisfied with the written decision of Step 1, a written appeal of said decision could be filed within ten (10) school business days after the issuance of the Step 1 decision. Copies of the grievance and the written decision shall be submitted with the appeal.

Within ten (10) school business days of receipt of the appeal, the Chief Executive Officer shall establish the time for a hearing of the grievance. Such hearing shall take place no later than fifteen (15) school business days after the receipt of the appeal.

The Chief Executive Officer shall render his decision within twenty (20) school business days after the hearing. Such decision shall be in writing with copies to the aggrieved member and the Grievance Committee.

Step 4 - Board of Education

If the member and the Grievance Committee are not satisfied with the decision rendered at step 2, a written request for a hearing may be filed with the Board within ten (10) school business days after receipt of the Chief Executive Officer's answer. The Chief Executive Officer shall submit all written documents pertaining to the grievance to the Board.

The Board shall notify all parties of the time and place when a hearing, in executive session, shall be held. When reasonably possible, the hearing will take place at the next regular meeting of the Board of Education.

The Board shall render its decision within twenty (20) school business days after the hearing. Such decisions shall be in writing and shall be submitted to the aggrieved member and the Grievance Committee.

Step 5 - Binding Arbitration

If the Board of Education's answer is not satisfactory or acceptable, the employee and his representative may, within ten (10) days after the answer is rendered or due, request that the matter be submitted to an impartial arbitrator selected by the American Arbitration Association. The arbitrator shall be requested to render his decision within thirty (30) days of receipt of the grievance and shall limit his decision to the application and interpretation of the Agreement. The decision of the arbitrator shall be final and binding upon the parties.

The cost of the arbitration shall be equally borne by both the District and the Association.

ARTICLE 18

SUBSTITUTES

Substitutes must be interviewed for any full-time positions for which they are qualified, and for which they have substituted at least fifteen (15) days in the past twelve months.

Substitute workers will be paid as at Step 1 of the appropriate salary schedule. Those substituted that

are appointed as a long term substitute will receive benefits during the year they are appointed as Permanent (Long Term) Substitutes. Seniority does not accrue until hired full time.

ARTICLE 19

POSTING OF NOTICES

Nutritional Services Staff shall be notified of all openings within the school system so that they may apply first if they wish to transfer to another office and/or position. A posting in the Business Office shall make the notice.

ARTICLE 20

SENIORITY

Seniority shall be defined as the length of service in the Nutritional Services Department. Layoff shall be in inverse order of seniority. Recall shall be in order of seniority. Seniority does not apply to Permanent (Long Term) Substitutes.

ARTICLE 21

CONFERENCES

On going staff development is crucial to the success for the Nutritional Services Operation. Employees asked to attend specific workshops will be compensated at their regular hourly rate for the hours of the workshop. The District will also cover other workshop-related expenses.

Prior approval to attend these workshops must be secured from the Business Administrator.

ARTICLE 22

REIMBURSEMENTS

The District will pay/reimburse Nutritional Services Staff for the following annual expenses:

1. Annual dues for GLOW and NYSNA
2. Fingerprinting \$99.00 fee after 10 consecutive days or 30 working days.
 - a. Uniform/shoe allowance of \$200.00 per school year for each employee upon submittal of itemized receipts. Receipts are valid for one (1) full year and can be submitted for reimbursement once per year – at the beginning or end of the school year.
3. Certification for Sanitary Course - \$15.00

ARTICLE 23

COMPLETE AGREEMENT

The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in an amendment hereto.

ARTICLE 24

SAVINGS CLAUSE

If any provision of this Agreement or application of the Agreement shall be found contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE 25

DURATION

This agreement shall become effective July 1, 2013, and shall continue in full force and effect through June 30, 2016, but it shall be automatically renewed from year to year thereafter unless modified or terminated by either party giving to the other party, not later than February 1, prior to the next termination date, written proposals for modifications or termination of this agreement. Except as herein modified, the terms and conditions of employment existing prior to the effective date of this agreement shall continue to govern the relationship between the Board of Education and the employees in the Association.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed the day and year first above written.

**BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF BATAVIA,
NEW YORK**

BY

President

01/24/14

Date

**NUTRITIONAL SERVICES ASSOCIATION OF THE CITY SCHOOL DISTRICT OF THE
CITY OF BATAVIA, NEW YORK**

BY

President

1/23/2014

Date

**BATAVIA CITY SCHOOL DISTRICT
NUTRITIONAL SERVICES- SCHEDULE "A"
2013-14; 2014-15 and 2015-16**

FOOD SERVICE HELPER:	Starting Rate	\$8.50
COOK/SENIOR FOOD SERVICE HELPER:	Starting Rate	\$10.00
COOK/MANAGER:	Starting Rate	\$12.50

LONGEVITY 15:	\$.30 per hour after completing 15 years of service
LONGEVITY 20:	\$.30 per hour after completing 20 years of service
LONGEVITY 25:	\$.30 per hour after completing 25 years of service
LONGEVITY 30:	\$.30 per hour after completing 30 years of service

Longevity 2001-02 Contract Only: \$.10 increase to each level of longevity for those employees that had longevity in those years. Increase in longevity from 2001-02 contract is continued for those employees that were eligible at the time only (shown in current contract as a separate longevity) and does not affect the longevity figures stated above.

The District may establish the starting salary/wage for any individual hired into a unit job title at an amount greater than that specified in Appendix A, based upon such individual's work experience in an equivalent job title.

CITY SCHOOL DISTRICT OF THE CITY OF BATAVIA

PAID HOLIDAYS FOR

NUTRITIONAL SERVICES EMPLOYEES

2013-2014

SCHEDULE B

Monday, September 2	1	Labor Day
Monday, October 14	2	Columbus Day Observed
Monday, November 11	3	Veterans' Day Observed
Thursday and Friday November 28 and 29	4&5	Thanksgiving Holiday
Tuesday and Wednesday December 24 and 25	6&7	Christmas Holiday
Wednesday, January 1	8	New Year's Holiday
Monday, January 20	9	Martin Luther King, Jr. Day
Monday, February 17	10	Presidents' Recess
Friday, April 18	11	Good Friday
Monday, May 26	12	Memorial Day Observed
Floating Holiday	13	Must be pre-approved by Supervisor and used by June 30, 2014

TOTAL – 13 PAID HOLIDAYS